

Special Event Regulations



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1.0 Special Event Application Requirement:

1.1 When is a Special Event Application necessary?

You Need to apply *if* your event:

- It will be located in a city facility, city park or on city property; **or**
- It will significantly impact the city; **or**
- It will significantly impact adjacent property owners; **or**
- It will require city services, such as electric, water, police, fire, etc.

You Do NOT Need to Apply *if* your event:

- It is located on private property; **and**
- It does not affect the city or surrounding businesses or homes; **and**
- It does not require city services of any kind
(All must be true, not just one)

1.2 Examples of events that require a Special Event Application:

Parades, pedestrian races, bicycle races, concerts, special interest shows or expositions, markets, fairs, festivals, community events, and others

1.3 Examples of events that do NOT require a Special Events Application:

Rentals of park pavilions, park shelters, recreation center rooms, swimming pool
Please call Parks and Recreation at 918-259-7000 to make a reservation.

1.4 If you are unclear if you need to fill out a Special Event Application, please fill out and submit a Special Event Permit Application. The City's Events Coordinator will follow up with you. If you are certain, you do not need to submit Special Event Application, please go to Section 8.0

2.0 Application Timelines:

Application Submittal Deadlines:

Events that plan to serve alcohol	120 days prior to event date
Events with expected attendance of 2,000 or more	120 days prior to event date
New events submitting an application for the first time	120 days prior to event date
All other events	90 days prior to event date

In order for your event to be approved, you must adhere to the application deadlines.

3.0 Application Process and Responsibilities:

- 3.1 Step 1 - Event Organizer/Sponsor Responsibilities:
 - A. Read this document in its entirety and decide whether your event qualifies as a special event and requires a permit or is a routine event and requires a shelter reservation.
 - B. Fill out the Special Event Application and submit to the City or contact the City and make a reservation.
- 3.2 Step 2 - City Event Coordinator Responsibilities:
 - A. Reviews application.
 - B. Requests necessary changes, modifications and clarifications or send email of acceptance and date reservation.
 - C. Provide systematic guidance while the Event Organizer/Sponsor provides the necessary requirements identified below in Section 4.0, Special Events Application Requirements, during the review process.
 - D. Act as main contact for the City.
- 3.3 Step 3 - Event Organizer/Sponsor:
 - A. Obtain and provide the necessary information identified below in Section 4.0, Special Events Application Requirements and deliver them to the City Event Coordinator.
 - B. Meet the deadlines identified below in Section 5.0, Operational Plan Element Deadlines.
 - C. Not following the deadlines could result in cancellation of your event.
- 3.4 Step 4 - City Event Coordinator:
 - A. Requests changes and/or approves your Special Event Application.

4.0 Special Events Application Requirements:

Once a Special Events Application is received additional information may be requested. An application is deemed complete when the applicant has provided all the information required by the Event Coordinator. Additional information needed may include the following items (4.1 – 4.12). Approval will not be issued until all the requested information has been approved.

- 4.1 Site Plan
When planning an event, Event Organizer/Sponsor must include a detailed site plan using a Google Map aerial view.

The site plan should note the following where applicable:

Food Vendors	Garbage receptacles
Beverage Vendors	Barricades (note number of
Bathroom Facilities	barricades)
Hand washing sinks	Fire Extinguishers
Retail merchants	Public entrances and exits
First Aid	Location of Sound

Stage locations	Fire Lane
Tents	Street Names
Where water is needed	Route (runs, parades, races)
Where power is needed	Parking

Site Plans must include any and all requested road closures. Be sure to clarify exactly where the barricades will be placed, what time you want the road closed and when it can be opened. For example, if roads will be closed on Main Street from the south side of Dallas to the North Side of Broadway, your site map must display the roads being closed from the **south** side of Dallas and the **north** Side of Broadway.

Applications without site plans will not be reviewed.

Site Plans cannot be altered less than 30 days prior to the event without permission from the Event Coordinator.

4.2 Operations Plan/Emergency Plan

- A. Security Plan. Security Plan. All events are required to submit a Security Plan. Event Organizers/Sponsors are required to fill out and submit a Police Worksheet to assist with developing the plan. The Police Worksheet requires sponsor and event details along with crowd estimates and number of security required. BAPD will then review the plan, make recommendations for the number and type of security personnel and provide an estimate. The Police Sheet must be turned in to the Event Coordinator 60 days before the event.

Along with submitting a Police Worksheet, the plan must include the following:

- Temporary traffic control plans
- Street and parking lot closures
- Temporary parking restrictions and location of event parking

After review of the security plan and Police Worksheet, Event Organizers/Sponsors may have the option to hire a private security company for events. If the Event Organizer/Sponsor chooses to use security personnel outside of BAPD, they will need to provide proof of insurance and CLEET certification.

All Security Plans must reviewed by the Broken Arrow Police Department.

- B. Emergency Response and Plan. The Fire Department will evaluate all events and determine the need for inspections relating to event features (vendors, fireworks, etc.).

The plan must meet the following:

- Fire access and fire lanes must be maintained at all times during the event so emergency vehicles can have access to all buildings/structures.
- Food vendors must have an approved 2A 10BC fire extinguisher for each canopy or tent within 30 feet of a cooking area. If vegetable or animal fat is present, a Class K is required. Fire extinguishers must be secured or mounted for ease of access.
- Protective mats or other approved means shall be placed over electrical cables on walkways.

It is the Event Organizer's/Sponsor's responsibility to cancel events due to pending or forecasted inclement weather and to notify all parties of the cancellation. Should inclement weather be an imminent public safety concern then the City Emergency Manager has authority to cancel the event.

- C. Emergency Medical Assistance Plan. Certain events may require medical support on-site to supplement the City's Fire Department. In these instances, the Event Organizer/Sponsor will be notified of the required personnel for who must be present.
- D. Transportation Services Plan. When an event requires a plan for public transportation service to accommodate satellite parking facilities, the Event Organizer/Sponsor will need to acquire shuttle buses and determine appropriate remote parking sites as a part of the submittal. It is the responsibility of the event organizer to obtain written permission from the property owners of any offsite parking location for that use.
- E. Barricades /Traffic Control Plan. For large events, the City's staff will evaluate the need or the installation and removal of crowd control fencing and/or barriers.

4.3 Vendor List

The City Event Coordinator will confirm the vendors have the licenses and permits required to sell at your event. At this time, we will clear your event with Community Development, and you may apply for your required Vendor/Merchant Permit.

The following items must be included in the vendor list, if applicable:

- Tax ID Number
- Health Department Permits
- State/County/City licenses and permits
- ABLE permits
- Contact information

The list needs to include product, food and alcohol vendors.

4.4 Insurance

A certificate of General Liability Insurance **naming the City of Broken Arrow as an additional insured** in the general aggregate amount of \$1,000,000 is required for events held on public property, as deemed necessary by the City. Upon approval of your event registration, an original copy of the Certificate of Insurance must be provided. The City reserves the right to require additional insurance for the event as deemed necessary.

4.5 Additional Separate Permits

- A. Individual Separate Permits. The City of Broken Arrow may require that permits are obtained for one or more facets of your special event. This may include, but limited to, the following:
 - Tents
 - Accessory structures
 - Product sales
 - Food and Beverage
- B. Vendor List Submittal Requirement. In order to be issued these permits, the aforementioned Vendor List must be provided. The City will confirm the vendors to issue the food/beverage and product sales permits.
- C. Tent Permit. A tent permit is required prior to erecting a tent, canopy, skybox, or other temporary structure if structure is more than 200 sq. ft. in area. Multiple tents or canopies grouped together require a permit and/or inspection. A **Certificate of Flame Retardancy and diagram** is required in order to be issued the tent permit. Tents may also require an inspection by the Fire Marshall and meet NFPA regulations. For information on required permits, please contact Community Development at 918-259-2411 or contact the City Event Coordinator at 918-259-7007 ext. 7420.
- D. Food and Beverage Permit. Only pre-packaged food or beverages may be sold at an event, unless approved by the Tulsa County Health Department (TCHD). Permits may, in some circumstances, also be required by the City. Please

contact TCHD Food Safety Department at 918-582-9355, and Community Development for city licenses at 918-259-2411.

- E. Food Vehicle Permit. Commercial cooking done inside a trailer shall be required to have an appropriately rated hood system, if using deep fat fryer. All gas, solid, or liquid fuel burning inside a trailer must be appropriately vented to the outside with an approved venting system and spark arrestor. Cooking booths/trailers shall be separated in accordance with restrictions provided in the City ordinances.
- F. Alcoholic Beverages Permit. A Special Event Beverage Permit from the ABLE Commission is required for the sale of alcoholic beverages sales or consumption as part of a special event. Please contact the ABLE Commission immediately for information concerning its process and timing constraints. *A permit is required for the sale, or consumption of alcohol as part of a special event. Proof of ABLE Commission is required for approval of Special Event.*
- G. Fireworks Permit. A permit is required for the use of fireworks during a special event. An application for commercial fireworks permit is available online at www.brokenarrowok.gov or contact the Fire Department at 918-259-8360. *A permit application must be completed for permission to use fireworks or pyrotechnic display in conjunction with public exhibitions. The site and fireworks will be inspected prior to display by the Fire Marshal.*

4.6 Water or Electric Connection Requests

The site plan must label locations where water and power are needed. The City may require alterations to the event layout in order to provide water or power as needed in an area where it is unavailable. Requests to City departments for water and electric service must be submitted to the City Event Coordinator. The times in which you need access to water and power must be incorporated in your timeline.

4.7 Proof of Invoices/Notifications/Permissions

Many events require Event Organizers/Sponsors to supply services including

- Portable restroom facilities
- Trash Cans / Services
- Shuttle Services for satellite parking
- Private Security Firms
- Notifying nearby residents and business of your event and how it will affect the area
- Proof of Permission to use parking lots
- Proof of Permission to use private property
- Proof of Volunteer Participation

Event Organizers/Sponsors are required to provide invoices or other proof that these services have been scheduled and paid in full. These documents are required to be sent to the City Event Coordinator.

4.8 Restroom Facilities

The City of Broken Arrow requires one portable toilet per every 250 participants for events lasting over two hours, one of which must be handicap- accessible. At each 250-person increment, 1 standard restroom must be added. At each 1,000 increment, one handicap restroom must be added and can be substituted for a standard restroom that would have been added for the 250. Here is a chart to further explain:

Attendants	Standard	ADA	Total
250	1	1	2
500	1	1	2
750	2	1	3
1000	3	1	4
1250	4	1	5
1500	5	1	6
1750	6	1	7
2000	6	2	8

4.9 Site Clean-up and Maintenance

Event Organizers/Sponsors will be billed the hourly rate of all city employees required to clean an event site following an event if the Event Organizer/Sponsor fails to clean site.

4.10 Resident and/or Business Notification

For those events that require street closures, or may cause disruption for residents or businesses, mailed or hand delivered notification must be provided to the affected parties by the Event Organizers/Sponsors no less than one month prior to the event. The City will furnish a list of affected parties to the Event Organizer. A copy of the notification must be submitted to the City Event Coordinator no less than one month prior to the event start date. **All** street closures must be pre-approved by the City Manager or his designee.

4.11 Volunteers

Depending on the size of the event and scale of the event, the City may require the Event Organizer/Sponsor to provide a minimum number of volunteers to

supplement city staff support of the event. In these instances, city staff will work with the Event Organizer/Sponsor to determine the number of volunteers required. Event Organizers/Sponsors must ensure that each volunteer is readily identifiable as “Event Staff” using visible identification (i.e., name tags, clothing or outer wear).

4.12 Timeline

An event timeline must be submitted to the Event Coordinator no later than 30 days prior to the event and should include at least the following items:

- Start of setup
- Placement and removal of barricades
- Vendor setup
- Start and end times for water and power needs
- Arrival and removal of restrooms, tents, tables and other equipment
- Start of event
- Major events during the event
- End of event
- Completion of teardown

5.0 Operational Plan Element Deadlines:

The City understands that the Operational Plan may be a work in progress and can take time and some modifications; however, in order for City staff to meet the event timeline the Event Organizer/Sponsor **must** comply with the following deadlines to ensure approval of the Special Event. Several City departments need adequate time to process specific element of the Operational Plan.

The following chart provides the Event Organizer/Sponsor the required deadlines:

DEADLINE CHART

Site Plan preliminary	at application
Security / Emergency Plan Submittal	90 days prior
Vendor List (food, beverages etc.)	60 days prior
Site plan Final Submittal (no changes after 30 days)	45 days prior
Tent Permits	30 days prior
Product Sales Permits	30 days prior
ABLE Permit	30 days prior
Fireworks/Pyrotechnics Permit	30 days prior
Insurance certificate of coverage	30 days prior
Barricade requests outside of event requirement	30 days prior
Water or Electric connection requests	30 days prior
Notification of Adjacent Businesses	30 days prior

Proof of Permission to Use Parking Lots	30 days prior
Invoices from Trash Companies, Restroom Suppliers, etc.	30 days prior
Timeline	30 day prior

6.0 Compensation for City Services:

All costs for city services involved during the day(s) of the event will be charged in accordance with the fees depicted in the Manual of Fees to the Event Organizers/Sponsor. The City will provide the Event Organizer/Sponsor with an estimate of fees for the services during the planning stages for the event. Within 30 days of the end of the event, the City will submit to the Event Organizer/Sponsor an invoice for services rendered. A complete breakdown of all services will be included in the invoice. Invoices must be paid within 30 days after the event is complete. Consult the Manual of Fees for more detailed information on the current fees.

7.0 Compliance with Ordinances and Codes:

The Event Organizer/Sponsor shall comply with all applicable city ordinances and codes, as well as conditions and requirements of these guidelines.

City staff may perform event inspections including, but not limited to, tent, stages and other temporary structures, electrical supply (generators) and other facets of the event, as needed or required by adopted code. If violations are cited by the inspectors, it is the responsibility of the event organizer to ensure that all violations have been corrected prior to opening the event to the public.

It is the responsibility of the Event Organizer/Sponsor to ensure compliance with State of Oklahoma, Oklahoma Tax Commission for all licensing and permitting.

8.0 Public Facility Reservations:

Public facilities may be reserved, if available. These facilities include as park pavilions and shelters; recreation center classrooms, meeting rooms, and gyms; and swimming pools and aquatic resources, etc.

All reservations for City's Parks and Recreation facilities are coordinated through the Parks and Recreation Department. Please call 918.259.7007 extension 7440 for more information or to reserve a facility. You may also inquire online at

www.brokenarrowok.gov.

9.0 Community Calendar

Event Organizers are invited to submit their event to the City of Broken Arrow Community Calendar at <https://www.brokenarrowok.gov/our-city/resources/community-calendar>.